

Draft

Washington State Board of Health Policy & Procedure

Policy Number: 002

Subject: Payment by the Washington State Board of Health for Conference Sponsorships, Conference Registrations, Related Travel Expenses and Professional Association Memberships for Board Members and Staff

Approved Date:

Policy Statement:

The Washington State Board of Health supports professional development and encourages Board members and staff to participate in events (e.g., conferences, seminars, workshops) that further such development as it relates to the Board's priorities and as is consistent with the Board's goal of promoting public dialogue on health issues according to RCW 43.20.050.

Procedure:

The Executive Director may approve payments, consistent with the Office of Financial Management travel policies and guidelines, for Board or staff member **registration and travel expenses** to attend in-state or out-of-state conferences or professional meetings where the subject matter relates to the powers, duties or established priorities of the Board. To conserve state funds, as a general rule, no more than one out-of-state conference or meeting should be requested per Board member or staff member per year.

Although the Board may consider exceptions as they pertain to furthering the Board's priorities, as a general rule, **any payment for membership fees, dues, or other charges for professional associations, societies, fraternities, or other groups** will not be approved by the Board and should be considered the individual's responsibility.

With approval by the Board Chair or by a majority vote of Board members, the Executive Director may approve payments for **conference sponsorships** as part of our statutory responsibility to promote public forums for discussion of health issues as they relate to the Board's priorities, or its powers and duties.

Responsibility:

Nothing in this policy statement should be construed to limit individual Board members or Board staff from making payments of their own funds to sponsor professional meetings or to become members of professional groups or in any other way to restrict their professional collaborations within the limits of state law and related codes of professional ethics.